

## *Appendix O      Scoping Meeting*

### **DELDOT TRAFFIC IMPACT STUDY – SCOPING MEETING INFORMATION FORM**

- Project name.
- Name and address of applicant.
- Site location noting route, directional orientation, milepoint, municipality and/or county.
- Tax parcel number(s), including block number, lot number and parcel number.
- Traffic Analysis Zone number(s).
- Size, type and zoning of each different existing and proposed land use on the site.
- Proposed times and days to be analyzed.
- Proposed build-out year, or if project is to be phased, phase-in dates.
- Names and titles of people anticipated to attend the Scoping Meeting.

### **REQUIRED ATTACHMENTS:**

- Tax map.
- Sketch site plan including.
- Both sides of adjacent roadways.
- Existing and proposed access.

- proposed highway improvements.
- Proposed study area for the TIS (list of facilities).
- Map of proposed study area indicating facilities to be analyzed.
- Projected trip generation, distribution and assignment to the road network for each land use and time period proposed to be analyzed.
- List of committed developments within a two-mile radius of the exterior boundaries of the projects; discussion of the impacts of those developments on the project area.
- List of anticipated required approvals for the proposed development.
- Evidence that the applicant and the current property owner were notified of the request for the meeting.
- Suggested agenda for Scoping Meeting.

### **OPTIONAL ATTACHMENTS:**

- Other analysis assumptions the applicant proposes using for the study.
- Other information that would have a material bearing on the effect of the proposed development, including known transportation improvement projects within the area and available safety/accident data.